

Reclassification:

The Reclassification (RC) process ensures continuous review of an inmate's custody, program need assignments, and institution placement per Administrative Code 302.

Reclassification hearings are conducted by a reclassification committee to determine custody, institution placement, program need and the date of the next reclassification hearing. Reclassification hearings shall be conducted in accordance with DOC 302.17 Reclassification Procedure.

Two types of RC reviews:

1. Scheduled – A scheduled review is determined by an established recall date not to exceed 12 months from the date of the classification hearing.
 1. If a PIOC is managed under DAI policy 500.70.27 Transgender management and care, then they are required to be reviewed by the reclassification committee every 6 months.
2. Early – When there is a significant change affecting custody level, program needs or institution placement. A designated staff member or PIOC may request an early review be conducted per DOC 302.17 PIOC requesting an early recall shall complete the DOC 2212 Early Reclassification (RC) Hearing Request.

Custody levels of Consideration:

The department reviews and assigns an PIOC custody during reclassification using factors identified in DOC 302.11 Factors in assigning a custody classification. The department may consider any of the following factors when assigning inmate custody:

(1) The nature, number, and severity of each offense. In evaluating the nature and severity of an offense, the department may consider the following:

- (a) Potential of physical danger to another.
- (b) Harm done to the victim in the commission of the offense.
- (c) Whether the inmate exhibited physical aggressiveness that exposed another to harm.
- (d) Aggravating or mitigating factors in the commission of the

offense.

(e) Motivation for the offense.

- (2)** Length of sentence being served.
- (3)** Length of time in a particular custody classification, overall time served during the current period of incarceration, and time remaining to serve.
- (4)** Attitude regarding the offense and sentence.
- (5)** Criminal record and juvenile delinquency adjudications.
- (6)** Conduct and adjustment during current or prior confinements or community supervision.
- (7)** Record of escape or walk away from an institution or a mental health facility or absconding from probation, parole, or extended supervision.
- (8)** Security threat group incidents, activities, or affiliations.
- (9)** Gender.
- (10)** Age.
- (11)** Medical, dental, and mental health status, including physical or psychological treatment and observation.
- (12)** Risk to a victim, witness, general public, or inmate. In determining this risk, the department may consider the general public's perception of the offense and the inmate.
- (13)** Performance or refusal to participate in programs, treatment, or services associated with identified needs.
- (14)** Pending legal process, notification, or detainer.
- (15)** Parole commission actions, their stated expectations, and the likelihood of a release during the review period.
- (16)** History or characteristics of predatory behavior towards others.
- (17)** History or characteristics of vulnerability to hurt or harm by others.
- (18)** The results of assessments or instruments developed to assist with the assignment of custody classification.

Mandatory Restrictors:

An assignment of custody will include a review of mandatory restrictors. Mandatory restrictors prevent an individual from placement in a specified custody level due to the DAI policy and/or correctional practices implemented to manage an individual while confined. Individuals who were classified prior to implementing mandatory restrictors will remain at their current custody.

Facility Placement:

The Bureau of Offender Classification and Movement (BOCM) staff shall consider assigned custody and Division of Adult Institutions (DAI) facility placement criteria and/or DAI policies when recommending placement. Facility placement includes the need for review and consideration of dental, educational, and/or psychological services information.

Program Needs

BOCM assigns primary program needs which includes: anger management, academics, cognitive-behavioral program, domestic violence, employment substance use disorder and vocation. Programs are assigned based on the COMPAS criminogenic needs scales and/or a comprehensive review of all collateral information e.g., Alternative Screening Tool (AST), file information, individual interview and professional judgment. If an individual does refuses a COMPAS Assessment, BOCM assigns programs based on all other available information. Program assignment shall be evaluated/reviewed again when the individual completes the COMPAS assessment.

Sex offender Treatment Evaluations are completed by psychological services when applicable.

At every classification action an PIOC eligibility and suitability for the Challenge Incarceration Program and Earned Release Program is reviewed and updated.

Recommendation/Decision:

Upon completion of the reclassification hearing the inmate is advised of the recommendation regarding:

- Custody Classification
- Program Need Assignment(s)
- Institution Placement

- Reclassification Recall Date (month/year)

When a Reclassification committee is unable to reach a unanimous decision, the hearing will advance to the Second Step process.

Second Step Process:

This committee is comprised of the BOCM Sector Chief and Warden/designee. The members will review the case facts and communicate and make a recommendation/decision regarding custody, program, and placement.

When the second step committee cannot come to a unanimous decision, the hearing will advance to the third step process.

Third Step Process:

This final process is conducted by the BOCM Director.

Inmate Classification Report (ICR):

At the conclusion of the Reclassification hearing, BOCM staff shall prepare a report in WICS Classification Action Screen (ICCSO11B) in accordance with DOC 302.17. The DAI Inmate Classification Report Documentation Standards are used when entering the results of the reclassification hearing into WICS. The finalized ICR is distributed to the inmate and a copy is placed in the social service file. An electronic record is maintained in WICS.

Social Worker/Treatment Specialist Responsibilities:

Staff utilize the WICS Social Worker Caseload Search to identify scheduled recalls for the month. WICS > Prison > Classification > Social Worker Caseload Search.

Staff are responsible for completion and accuracy of the pre-hearing components of the Inmate Risk Assessment (ICCS030B) in WICS: WICS > Prison > Classification > Inmate Risk Assessments and on the Inmate Classification Report (ICCR204) in WICS: WICS > Prison > Classification > Classification Actions.

To complete the pre-hearing process, staff shall complete the following sections in WICS according to the Reclassification WICS User Guide, DAI Inmate Classification Report Documentation Standards, and the BOCM External Classification Risk Rating (custody) Tool.

These documents are available on myDOC > Directories > Central Office > Bureau of Offender Classification and Movement > BOCM Manuals & Resources.

- Risk Rating
- Current Offense Description
- Current Field Supervision Violation Comments
- Pending charges
- Offense History
- Adjustment Comments
- Pre-hearing PIOC Comments
- Staff Appraisal and Recommendations

If a PIOC believes that there is erroneous information on the Classification Report which effects their Classification decision, then they can submit a DOC-1292 Administrative Review of Classification Decision form within 10 days of receipt of their Classification Report.

References and Resources:

For information on the Administrative Code 302 refer to myDOC > Directories > Central Office > BOCM > Business Process > Link to Admin code.

DOC 302.17 Reclassification Procedure

DOC 2212 Early Reclassification (RC) Hearing Request

DOC 302.11 Factors in assigning a custody classification

The IFCC Manual – Mandatory Restrictors available on myDOC > Directories > Central Office > Bureau of Offender Classification and Movement > Instrument for Custody Classification.

Reclassification WICS User Guide, DAI Inmate Classification Report Documentation Standards, and the BOCM External Classification Risk Rating Instructions(custody) Tool are available on myDOC > Directories > Central Office > Bureau of Offender Classification and Movement > BOCM Manuals & Resources.

DOC-1292 Administrative Review of Classification Decision

DAI 500.70.27 Transgender management and care